

**HLL LIFE CARE LIMITED**  
**(A Government of India Enterprise)**  
**Plot No. 71 Sector 07, IMT Manesar**  
**Gurgaon-122050**  
**Haryana, INDIA**

**LIMITED TENDER ENQUIRY**  
**(TECHNICAL BID & PRICE BID)**

**SUPPLY & COMMISSIONING OF**  
**CONTINUOUS BAND SEALER MACHINE (04 Nos.)**

**AT**  
**MANESAR FACTORY,**  
**GURGAON, HARYANA, INDIA**

**TENDER NO. : HLL/MFG/PUR/ SEALING-MACHINE /2012-13**

**HLL LIFECARE LIMITED**  
**(A Government of India Enterprise)**  
**Gurgaon – 122050, Haryana**

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**HLL LIFECARE LIMITED  
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**TENDER NO. : HLL/MFG/PUR/ SEALING MACHINE /2012-13**

**INSTRUCTIONS TO BIDDERS**

1. The Bid is intended to procure material as per specification in Schedule-A.
2. The Bid comprises of two parts:
  1. Technical Bid
  2. Price Bid
3. The Technical Bid must be accompanied by EMD of INR 2500/- in the form of a Demand Draft drawn in favor of M/s. HLL LIFECARE LIMITED, payable at New Delhi/ NCR.
4. Bid Submission :

Both the bids – Technical and Price bid shall be submitted in sealed covers separately. Bids shall be super-scribed with TENDER NO. : HLL/MFG/PUR/ SAELING MACHINE /2012-13, Technical Bid and Price Bid on the respective covers in order to clearly identify between the two bids.

The two separately marked bids shall be placed in a single sealed cover with respective mentioning Tender No. thereon, complete in all respect, addressed to the Unit Chief, HLL LIFECARE LIMITED, Plot No. 71, Sector – 7, IMT Manesar, Gurgaon, Haryana – 122050. The completed bid should reach us on the due date and time mentioned in the Tender Notification. HLL shall not be responsible for any delay, if any, in the delivery of the bidding document or non-receipt of the same.
5. a. The last date of receipt of Techno- Commercial Bid : 08.01.2012; 3.00 PM  
b. Date of Opening of Technical Bid: 08.01.2012; 3.30 PM

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**INSTRUCTIONS TO BIDDERS**

6. In the event of the date mentioning above being declared subsequently as holiday for the purchase's office, the above due date for submission and opening of bids will be the next working day at the same venue and time.
7. Bids received after the deadline for the submission shall not be considered.
8. The bidder is expected to examine all specifications, instructions, Forms, terms and conditions given in the Bidding documents. Failure to furnish all information required in the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the bidder's risk and may result in rejection of the bid. Any clarification required will have to be obtained one week prior to the date of opening of the "Technical Bid".
9. Certificate / Declaration as given in the Schedule G stating that ALL TERMS AND CONDITIONS of this Tender is acceptable should accompany the tender failing which the tender is likely to be summarily rejected.
10. The Price bid of those tenderer who qualify in the Technical Bid only will be opened. The date and time of opening of price bid will be intimated separately. The Price Bids of the tenderer who do not qualify shall be returned unopened.

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**TENDER NO. : HLL/MFG/PUR/ SEALING MACHINE /2012-13**

**SCOPE: SUPPLY, INSTALLATION, CABLING, TESTING & COMMISSIONING OF SEALING MACHINE (04 Nos.)**

**REQUIREMENT:** R.T.U (Ready-to-use) Sealing Machine adopting the constant temperature control equipment and step-less speed adjusting transmission set, can seal all kinds of plastic film bags and can equipped with all kinds of packaging assembly line.

**QUANTITY: 04 NOS.**

**TECHNICAL SPECIFICATION:**

<b>S. No.</b>	<b>Specifications</b>	<b>Requirements</b>
1.	Voltage	220V / 50Hz (110V / 60 Hz)
2.	Power	500 W
3.	Sealing Speed	0 - 12 m/min.
4.	Sealing Width	8 – 10 mm
5.	Temperature Range	0 – 300 deg. Celsius
6.	Conveying Load	1Kg X 3

**PERFORMANCE TEST**

On completion of Installation, Performance Tests shall be conducted within a period of 7 days after commissioning of the Sealing Machine to observe the performance of the machine in respect of its operation, output and functioning.

**OPERATION TEST**

In order to access the consistency of the machine performance with respect to input, output, effective sealing, etc. the machine will be operated for 8 hours continuous running for the two consecutive days after the successful completion of performance test.

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**CORRECTIVE ACTION, REPAIR AND MODIFICATION**

On the above tests, if it is proven that, the Sealing Machine has not fulfilled the guaranteed performances; the supplier shall undertake repairs / modifications / rectification at their cost within Thirty (30) days from the date of such performance / operational guarantee tests.

**RETESTING**

Upon completion of the repairs / modification / rectification referred above, further performance / operational tests shall be conducted as stated. If the Sealing Machine thereafter meets the requirements of guaranteed performance, the suppliers obligations shall be treated as fulfilled. If the Sealing Machine is still not able to give the guaranteed performance to meet the specification, the purchaser will have the right to reject the machine.

We hereby agree to supply the above material as per specification listed herein.

PLACE:  
DATE:

Name & Signature of the Applicant  
(with Office Seal)

HLL LIFECARE LIMITED  
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TENDER NO. : HLL/MFG/PUR/ SEALING MACHINE /2012-13

PREQUALIFICATION REQUIREMENTS

1. The tenderer should have minimum 3 years experience in the relevant field.
2. Annual turn over of the bidder during the last 3 years should be at least INR 30 Lacs
3. The tenderer should have strong technical back up for executing the work as per tender requirements.
4. The duly signed acceptance form conforming that All Terms & Conditions, and technical specifications are understood by the bidder and Certificate that bid is in total conformity with the specifications and terms and conditions mentioned in the bid document and certificate on the period of validity (sheet enclosed) should be given.
5. The intending tenderer should fulfill the following requirement :-
  - a) The bidder should be able to provide after sales service.
  - b) The performance and output of the unit will be evaluated during technical evaluation.

HLL does not bind itself to accept the lowest or any tender, and reserves to itself the right to accept or reject any or all the tenders, either in whole or in part without assigning any reason for doing so.

PLACE:

Signature

DATE:

Name & Address of the Bidder with Seal

HLL LIFECARE LIMITED  
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TENDER NO. : HLL/MFG/PUR/ SEALING MACHINE /2012-13

MANUFACTURER / SUPPLIER DETAILS FOR PREQUALIFICATION

**NAME OF WORK:** Supply, installation, testing and commissioning of SEALING MACHINE-04 Nos. at Manesar Factory, Gurgaon, Haryana.

**A. Name of Firm / Company :**

1. Postal Address :

2. Telephone No. :

FAX :

E-Mail :

3. Year of establishment of firm/company :

**B. In the case of Firm**

1. Whether proprietary of partnership firm :

2. Name of Managing Director :

3. Name of Other Partners :

**C. In the case of Company**

1. Whether Private Limited or Public Limited Company :

2. Name of Managing Director :

3. Name of Other Director :

**D. Specify no. of major installations of similar work completed successfully. Enclose the details of such installations. The client list shall be enclosed.**

**Note:** Details to be furnished in Schedule – D.



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**TENDER NO. : HLL/MFG/PUR/ SEALING MACHINE /2012-13**

**MANUFACTURER / SUPPLIER DETAILS FOR PREQUALIFICATION**

- E. Annual turn over of the bidder during the last 3 years.
- F. Tax registration details (domestic vendors)
- A. CST No. / VAT No.
  - B. TIN No.
- G. Whether the tenderer is in possession of the  
Required tools and equipments for the execution : YES/NO  
of this work
- H. Technical Specification : in Schedule E (filled and enclosed)
- I. Acceptance Form in Schedule F
- J. CERTIFICATE as per Schedule H

I/We hereby certify that the details given in the application form and Schedule D to Schedule H, are correct to the best of my/our knowledge. I/We have no objection in contacting any of our clients for reference.

Place:

Signature

Date:

Name and Address of the bidder with seal

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<b>DETAILS OF MAJOR INSTALLATIONS OF SIMILAR WORK COMPLETED SUCCESSFULLY BY THE TENDERER AS MANUFACTURER/SUPPLIER DURING THE LAST 3 YEARS</b>				
<b>Sl. No.</b>	<b>Name of Client with full address, telephone numbers and nature of work</b>	<b>Details of Installation</b>	<b>Value of works completed (in INR)</b>	<b>Period of Completion with dates (in months)</b>

**SIGNATURE OF BIDDER WITH SEAL**

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ACCEPTANCE FORM

To be submitted in the letter head of the firm indicating full name and address, telephone & fax numbers etc.)

From

To

UNIT CHIEF  
HLL LIFECARE LTD  
Plot No-71, Sector-07,  
IMT Manesar  
Gurgaon-122050, Haryana

Dear Sir,

I/We, hereby offer to supply/install/test/commission the Sealing machine as detailed in schedule hereto or such portion thereof as you may specify in the acceptance of Bid at the price given in the price bid and agree to hold this offer open for one year from the date of bid opening prescribed by the Purchaser. I/We have understood the terms and conditions mentioned in the invitation for bid and Conditions of Contract furnished by you and have thoroughly examined the specifications quoted in the bid document hereto and are fully aware of the nature of the scope of work required and my/our offer is to comply strictly in accordance with the requirement and the terms and conditions mentioned above.

Yours faithfully,

SIGNATURE OF THE BIDDER WITH SEAL

HLL LIFECARE LIMITED  
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**TENDER NO. : HLL/MFG/PUR/ SEALING MACHINE /2012-13**

**TERMS & CONDITIONS**

1. The Tender should be completed in all respects. Incomplete tenders are liable to be rejected.
2. Unsealed Tenders received are liable to be rejected and this will be at the sole risk of the Tenderer.
3. The tender is liable to be suspended or cancelled at anytime at the discretion of the company without assigning any reason.
4. In the event of placing orders: -  
In tenderer shall return one copy of order signed and sealed as a token of acceptance.

(i) In case of rejection, the machine should be taken back and replaced at yours risk and cost within 10 days of intimation from HLL.

Machine shall be returned back to you through the Transporter indicated by you.

- A. Certificate confirming that the machine offered by you is environment friendly i.e. non-hazardous to the environment is to be enclosed with the Technical bid.
- B. The supplier agrees to supply strictly as per the order terms in respect of quality and specification. HLL reserves the right not to receive the goods beyond the delivery date given in the order.
- C. The following documents should accompany the consignment
  - a. Invoice in triplicate bearing Supply Order No. & date
  - b. Delivery Note / Challan
  - c. Packing List
  - d. B/L No. or LR No.
  - e. Test Certificate of performance

**D. Payment Terms :-**

- a) 80% of the value of supply shall be paid against supply of machine & accessories.
- b) 20% will be released after successful installation, commissioning and submission of Performance Bank Guarantee for 10% of contract value. The PBG should be in the form of BG /Demand Draft in favour of HLL Lifecare Ltd, New Delhi/ NCR valid for one year from the date of installation and commissioning.

**E. The jurisdiction of any dispute, suits and proceedings arising out of this tender shall be only in the court of Delhi.**

**5. WARRANTY**

The supplier shall warrant that the goods supplied under the contract shall have no defect arising from design, materials or workmanship. Period of warranty shall be 12 months from the date of installation and commissioning or 18 months of supply whichever is less as certified jointly by the supplier and the Purchaser.

**6. INSURANCE**

The goods supplied under the contract, shall be fully insured by the supplier in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery.

**7. DELIVERY/COMPLETION PERIOD**

Time being the essence of the Contract, the delivery and completion period stipulated should be strictly adhered to. The Supplier should supply, install, test and commission the equipment as per the Contract within 1 month from the date of award of contract.

Delivery of the goods shall be made by the supplier in accordance with the terms specified by the purchaser in the notification of award.

**8. PACKING**

The supplier shall provide such packing of the goods as is required to prevent damage or deterioration during transit to site. The packing shall be sufficient to withstand, without limitation, rough handling during transit and open storage.

## 9. TRANSPORTATION

Bidders: are required to supply the machinery at our factory premises IMT Maneasr Gurgaon. The freight and Insurance charges are to be indicated in the rate schedule.

## 10. INCIDENTAL SERVICES

As specified in the price schedule, the supplier may be required to provide any or all of the following services:

- a) Performance or supervision of on-site assembly, start-up and successful commissioning of the machines
- b) Supply of tools required for assembly and/or maintenance of the machine
- c) Training of the purchaser's personnel
- d) Performance or supervision of maintenance and/or repair of the machines, for the period of warranty specified in the contract.

## 11. PERFORMANCE GUARANTEE

The Supplier shall fully guarantee that, the machine supplied will perform in accordance with the specifications and to be free of all defects in design, material and workmanship.

In case of failure or should the design, material or workmanship prove defective within a period of 12 months from the date of handing over, the equipment shall, upon notification of deficiency or defect, be promptly corrected by the Supplier to the satisfaction of Purchaser without delay and at no extra cost. If the Supplier fails to take proper corrective action to replace or repair the deficiency within a reasonable time of Purchaser's notification to this effect, the Purchaser shall be free to take such corrective action at the Supplier's risk and cost.

Even if Inspection and/or tests are fully carried out by Purchaser or their representatives, the Supplier is not absolved to any degree of his responsibility to ensure that the machine supplied comply strictly with the requirements as per specifications given in the Contract, and the Purchaser shall be free to point out any defect till the guarantee period is over.

Simultaneously with the successful completion of the contract, supplier shall furnish a Performance guarantee in the form of a Demand Draft or a Bank Guarantee or from balance payment to be paid to the supplier as per contract, acceptable to the purchaser, for an amount equivalent to 10% of the total price on the value of the contract as Deposit for his faithful execution of Performance Guarantee. The Performance guarantee should be valid for twelve months - the Guarantee Period.

HLL will determine the substantial responsiveness of each bid to the bidding documents. For purposes of these clauses, a substantially responsive bid is one that conforms to specifications and all the terms and conditions of the bid documents without material deviation to extrinsic evidence

**INDEMNITY CLAUSE:**

If the supplier fails to execute the order within the time prescribed for the delivery of goods ordered or violates or infringes the existing rates as agreed to as mentioned in the supply order, the supplier shall and will indemnify the company against all losses or damages whatsoever to be incurred or sustained including the legal cost or expenses incurred by the company by reason of non-delivery of goods at agreed quantity and rate within the time specified in the supply order. The company will initiate legal action if the supplier fails to execute the supply order as per the schedule in the supply order for the actual loss suffered. Responsiveness of the Bid shall be at the discretion of HLL.

Bid pronounced Non Responsive by HLL shall be summarily rejected. The decision of HLL will be final and no correspondence of this shall be entertained.

We have read and understood the above conditions and agree to abide by the same.

PLACE:  
DATE:

NAME AND SIGNATURE OF THE APPLICANT  
(WITH OFFICE SEAL)

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**CERTIFICATE**

I/we hereby certify that the information given with this bidding document is correct. If, at any stage, it is found to be incorrect, I/we understand that the contract will be liable to be terminated and action could be taken against me/us by the Company for damages.

**SIGNATURE(S) OF BIDDER WITH SEAL**

(To be submitted in the letter pad of the firm indicating full name and address, telephone & fax numbers etc.)



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**PRICE BID**

RATE SCHEDULE FOR SUPPLY, INSTALLATION, TESTING & COMMISSIONING SEALING MACHINE with constant temperature control equipment and stepless speed adjusting transmission set at MANESAR FACTORY GURGAON, Haryana

**SEALING MACHINE (BAND SEALER), QUANTITY – 4 Nos.**

PRICE PARTICULARS	PER UNIT (IN RS.)	REMARKS
BASIC PRICE OF MACHINE		
EXCISE DUTY (in %)		
CESS ON EXCISE DUTY		
CST / VAT (in %)		
SUPPLY INSTALLATIONS AND COMMISSIONING CHARGES (if any)		
FREIGHT		
INSURANCE		
TOTAL VALUE		

**NB: In case of any discrepancy between price written in figures and words than price written in words will prevail**

MINIMUM TIME REQUIRED FOR SUPPLY  
OF MACHINE AFTER RECEIPT OF LETTER OF  
INDENT/ PURCHASE ORDERS

}

VALIDITY: 1 YEAR

PLACE:  
DATE:

NAME AND SIGNATURE OF THE TENDRER  
(WITH OFFICIAL SEAL)